

Agenda  
Partner Libraries Teleconference  
Dec. 11, 2007  
1 888 224-5894  
Password 1013

ROLL CALL : Mary O'Brien & Marilyn Trospen, Polson City Library  
Gloria Langstaff & Nansu Roddy, Bitterroot Public Library  
Patty Jones, Flathead County Library  
Jodi Oberweiser, Drummond School/Community Library  
Ken Adams, Jess Tobin, & Sarah McHugh, Montana State Library  
Renee McGrath, North Valley Public Library  
Ann Rutherford, Miles City Community Library  
Guna Chaberek, Mineral County Library  
John Finn & Colleen Ferguson, Hearst Free Library

**CORRECTION**

TO MINUTES : Patty asked about whether new PARTNER libraries' patrons who place holds would see their requests going to the bottom of the list. Sarah answered that all patron holds would be listed in chronological order according to placement date.

**I. REVISED GUIDELINES FOR BECOMING A PARTNER LIBRARY :**

Ken has changed the guidelines to show his name & phone number as contact person. He has added Mineral County Public Library in Superior to the list of participating libraries & alphabetized the list.

The steps to follow for becoming a PARTNER library have been re-ordered so that Ken is contacted first; then joining librarians should read the Standard Operating Procedures at the MSC website, which now has a new URL.

Sarah stated that new PARTNER librarians should consider floating collections as optional.

Also, it was agreed that new PARTNER librarians should be told to expect a surge of holds initially, which will level out eventually & then increase.

**II. REVISED PARTNERS STANDARD OPERATING PROCEDURES :**

On page 2 of the SOP, we approved of the change from 1 renewal to 2.

On page 3 patron registration guidelines have now been added to the SOP.

Discussion about procedure to follow when a patron claims to have lost an item belonging to another library (page 4 of SOP) led us to table this item for discussion at the January 2008 teleconference because we want to consult librarians at Missoula Public Library for their input.

Sarah also asked a question about when patrons would be blocked. Patty said that the WorkFlows program automatically blocks the patron when fines exceed \$10. We will insert a statement about this into the SOP.

Patty noted that there are internal differences in the ways PARTNER libraries handle circulation. Missoula Public Library issues a "Hold Pickup Notice" for notifying patrons that their requested hold item is now available. Flathead County Libraries allow patrons to present either a library card or a picture ID.

### **III. PROCESS LONG OVERDUES :**

Gloria wants to use “LOST” (which is a shadowed location) instead of “LONG OVERDUE” (which is not shadowed) for CURRENT LOCATION. We will probably vote on this by e-mail. For 3 years now, we’ve operated by consensus, but now that our PARTNERS group is expanding, we may need to vote.

### **IV. FUTURE GROWTH :**

Darlene Staffeldt will be explaining future projects in WIRED-MT listserve, such as:

- ILL reimbursement fund being re-purposed
- Need for a statewide library card
- Voluntary statewide library card with existing card

### **V. DISCUSSION ABOUT 21-DAY CHECKOUT :**

This was designated as an “action item” to be discussed again at the Jan. 2008 meeting. If we switched to a 21-day circulation period for all items, the 10-day circ. Period would be eliminated. Miles City librarians were against this. Gloria thought that it would be good for both patrons & staff. Marilyn said that it would eliminate processing of stickers on library materials. Sarah was in favor of keeping 28-day circ. period for home delivery items.

### **VI. REPORT ABOUT RIMROCK & GREYHOUND AS COURIERS WAS GIVEN BY JOHN**

### **VII. MARKETING :**

A meeting will be held with Sara Groves regarding (1) database publicity, (2) shared catalog, & (3) partners. Marilyn expressed need for help from Montana State Library in creating posters, flyers, & bookmarks. Ken will solicit brand logos, slogans, etc.

### **VIII. PLAINS LIBRARY REQUESTED POSTAGE ESTIMATES :**

Carrie Terrell would like all PARTNER librarians to provide her with figures to present to her Library Board regarding average postage costs per month including bus &/or courier costs. Please respond to both Carrie & Ken with this information so that she has estimates before her January 2008 meeting.